

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date 2/18/86		Division of Public Health Women, Infants, and Children Program(WIC) 878 Peachtree St. NE - Room 218 Atlanta, Ga. 30309		Application Number <b>79-193-A</b>	
Application Number 86-2				Date Received <b>FEB 19 1986</b>	Date Completed <b>JUN 16 1986</b>
2. Person to Contact Wanda Argo		Working Title		Telephone Number 894-6695	
3. Action Requested					
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. Change Records cut-off period b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. Change Included are to include microfilm c. <input checked="" type="checkbox"/> Amend Application No. <u>79-193</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest 1983	Latest continuing	WIC Voucher Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
Same as the previous schedule.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: maintaining a record of WIC vouchers which have been processed and paid.					
Included are: WIC Vouchers (DHR Form 3992) containing participant's name and WIC I.D. number; District/Unit/Clinic code number; voucher number; list of foods distributed; name of bank; signature; and countersignature. Also included are security and reference microfilm copies of the vouchers.					
The file is arranged: Numerically by voucher number					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? No reference anticipated, except in the event of audit.					
9. Annual Rate of Accumulation or Records					
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) <u>2-3 cubic feet of microfilm</u>					

X	Privacy Act, Public Law 93-579, Sect. 552a (Records maintained on individuals)
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed? <u>entire series is microfilm</u>
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>4</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

See Attached

In order to comply with federal fiscal year audit period, and to provide for resolution of audit or litigation; records are needed for four years.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Original Vouchers (Paper Copy) - Microfilm, creating security and reference microfilm copies; then, upon verification of microfilm, destroy.

Security Microfilm Copy - Cut off files at end of each calendar year; then transfer to State Records Center; hold 4 years; then destroy. NOTE: In the event of audit questions or litigation, these records must be retained until audit questions are resolved and litigation is completed.

Reference Microfilm Copies - Hold in current files area until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulation of records for this series title.

Signature	Date	Signature	Date
DHR Office/Division - Director/Designee		DHR Records Management Supervisor	
		<i>Linda Janner</i>	<u>2/18/86</u>
DHR Section/Unit - Chief/Supervisor/Designee		DHR Records Management	
<i>Wanda Hagg</i>	<u>2/13/86</u>	<i>Paul T. Murphy</i>	<u>2/18/86</u>

# STATE RECORDS COMMITTEE

Retention recommendations in paragraph 12 are approved - If not approved, please attach a letter of explanation.

Signature	Date
State Auditor/Designee	
<i>Edward Weedon</i>	<u>4/3/86</u>
Secretary of State/Designee	
<i>Edward Weedon</i>	<u>4/1/86</u>
Attorney General/Designee	
<i>Barry Ruppert</i>	<u>4/4/86</u>

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## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b> Application Date September 27, 1979 Application Number DHR-41		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b> Division of Physical Health Family Health Services Section Women, Infants, and Children Program 618 Ponce de Leon Ave., N. E. Atlanta, Georgia 30308		<b>ARCHIVES AND HISTORY</b> Application Number 79-193 Date Received OCT - 2 1979 Date Completed OCT 16 1979	
<b>2. Person to Contact</b> Tim Nelms		<b>Working Title</b> Project Assistant		<b>Telephone Number</b> 894-4391	
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
<b>4. Dates of Series</b> Earliest 6/1/78 to present Latest		<b>5. Records Series Title (followed by title used in office; if different)</b> Women, Infants, and Children (WIC) Program Non-Validated Food Voucher Files			
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? The Family Health Services Section, under the leadership of the Director, is responsible for promoting and coordinating family health programs throughout Georgia. The programs include: Maternal/Child Health (Family Planning, Perinatal, Crippled Children, Child Health, and Women, Infants, and Children Program); Chronic Disease Program; Communicable Disease Program; and programs for pharmaceutical, nursing, nutrition and dental services. The WIC Program provides consultation and training to, and program monitoring of, WIC programs operated by each health District; prepares all contracts with food stores which are used by the District health offices to supply certain foods to eligible clients as determined by county health departments; processes District health offices' claims for reimbursement for payments made to the food store; and prepares the required Federal reports for this Federally-funded program.					
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining a record of WIC food vouchers which cannot be legally used. Included is DHR form 3992 (5-78) (Women, Infants, and Children Voucher) which shows recipient name and number; location number, voucher no., date of issue, name of bank, Health District, list of foods, signature and counter signature.					
The file is arranged : numerically by District; thereunder, by month.					
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old ____ ; Seven to twelve months old ____ ; Thirteen to twenty-four months old ____ ; twenty-five months and older ____ ? no reference -- needed only in event of audit					
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers ____ ; Legal-size drawers ____ ; Shelves ____ ; Other (Specify) ____ estimate 6 cubic feet per year					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <b>DHR Confidentiality statement - contain client names</b>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>4</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other quarterly then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Cynthia Parker</i>	9/25/79	<i>Elizabeth W. Crank</i> Elizabeth W. Crank	9/25/79

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	10-12-79
Secretary of State/Designee	<i>Carroll Hart</i>	10-10-79
Attorney General/Designee	<i>[Signature]</i>	10-15-79

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)